

ID # _____
(Can be found in the top right
hand corner of your license.)

REQUEST TO DOWNGRADE LICENSE

Arkansas Contractors Licensing Board
4100 Richards Road
North Little Rock, AR 72117
Fax: 501-372-2247

I, _____, of _____
(Name of owner, officer, member, or partner) (Company Name as it appears on the license)

hereby formally request to **downgrade** my license from a _____ license to:
(Commercial, Residential or UNLIMITED Home Improvement)

Only check one:

_____ **Residential Builder** (**ONLY** if you had Building, Light Building or Residential Builder) See requirements below
_____ **Unlimited** - Home Improvement (w/ current specialties) See requirements below
_____ **Limited** - Home Improvement (w/ current specialties) See requirements below

Requirements:

Limited – (Home Improvement projects **less than** \$50,000.00) - **A renewal application and filing fee are also needed if at the time of renewal, fee is on the back of the renewal, as requested under filing fee.** A balance sheet and proof of workers compensation insurance are **NOT** required, for licensing purposes only.

Unlimited or Residential Builder – **A renewal application and filing fee are also needed if at the time of renewal, fee is on the back of the renewal, as requested under filing fee.** A balance sheet and proof of workers compensation insurance are required.

By signing this, I understand that my license is for Residential / Home Improvement projects only and I cannot do work outside the classifications / specialties listed on my license. In addition, my license does not authorize me to perform work on Commercial projects \$50,000.00 or more (including material and labor).

By: _____ Date: _____
Signature of Owner, Officer, Member, Partner

Phone: _____

Fax: _____

Email: _____

Please contact Michelle Spoor @ 501-371-1506 with any questions regarding this form.

OFFICE USE ONLY:

Processed by: _____

Revised 10/2015 (mc)